ELECTRONIC SUBMISSION

USER GUIDE

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FTP INFORMATION

INTRODUCTION

The Department for Natural Resources has established a FTP site for receiving electronic submissions. This section will describe how to establish that interface, plus various standards and protocols.

SOFTWARE REQUIREMENTS

The free version of FTP Commander we previously recommended does not work with the new FTP site due to the requirement of setting a default directory. The Commonwealth Office of Technology recommended Filezilla which can be down loaded from: http://filezilla-project.org/download.php. If you want to continue to use FTP Commander you will need to purchase an upgrade to at least the Pro version. See the section on how to upload on page 4 for configuration settings for the new FTP site.

FOLDER NAMING SPECIFICATION

The Department requires that everyone place their file(s) into a folder and then upload that folder to the FTP site. This ensures we have everything grouped together that is submitted since there are many people uploading information to the FTP site. Below are the naming conventions for the folder names:

Mine Permits

APPLICATIONS

PermitNumber_Type_SeqNo where

- PermitNumber is the number of the application/permit number being submitted.
- Type is the type of submittal.
  - NW New
  - MI Minor Revision
  - MA Major Revision
  - MT Mid-Term
  - AM Amendment
- SeqNo is the submittal number

Example: 8980000_MI_01 for a minor submittal

Mine Reclamation

MONITORING REPORTS

PermitNumber_Year_Quarter_DMR where

- PermitNumber is the number of the application/permit number being submitted.

- Year is for the year the report is submitted for
- Quarter is which quarter in the year

CERTIFICATIONS

PermitNumber_StructureType_FacilityID_CertificationType_Date Where

- PermitNumber is the number of the application/permit number being submitted.
- Structure Type as defined in appendix
- FacilityID is the facility being certified
- Certification Type as defined in appendix
- Date is the date of the report

MINOR FIELD REVISIONS

PermitNumber_Type_SeqNo where

- PermitNumber is the number of the application/permit number being submitted.
- Type is the type of submittal.
  MFR Minor Field Revision
- SeqNo is the submittal number

Example: 8980000_MFR_01

BLASTING

PermitNumber_Type_Date where

- PermitNumber is the number of the application/permit number being submitted.
- Type is the type of submittal.
  PBS PreBlast Survey
  ADV Advertisement
- Date is the date of report

Example: 8980000_PBS_02_07_2012

WHAT TO UPLOAD

The Department will only accept the submittal file, within the defined folder, and a file called FTPCover. FTPCover will include the following information:

- Name the file(s) being uploaded and their size.
- E-mail address of the person to receive confirmation that the Department received the electronic submission.
- E-mail address of the person to receive information from the Department as the electronic submission is processed. Where applicable, this will include receiving letters through email, automatic notifications of where the electronic submittal is in the process, etc.

Mine Reclamation

MONITORING REPORTS

- Three files. KPDES Excel file, SW file, GW file

MINOR FIELD REVISIONS

- Two files: SME-80, Permittee Authorization

BLASTING

- Two files: Electronic PBS, Affidavit
- One file: ADV with notification schedule

HOW TO UPLOAD FILE(S)

The following is a step by step procedure on how to upload information to the FTP site. It's assumed you have already created a folder, with the submittal files, to be uploaded. These instructions show it from the Filezilla perspective, but the process will be similar for any FTP software package.

For detailed directions on how to setup and import files see the tutorial located at http://minepermits.ky.gov/Pages/Support_ConfigFTP.aspx

Importing Configuration File

To reduce keying errors we have provided xml files for each office that will configure the FTP settings needed to upload files. Right click on the configuration file that matches your location and save it to your desktop.

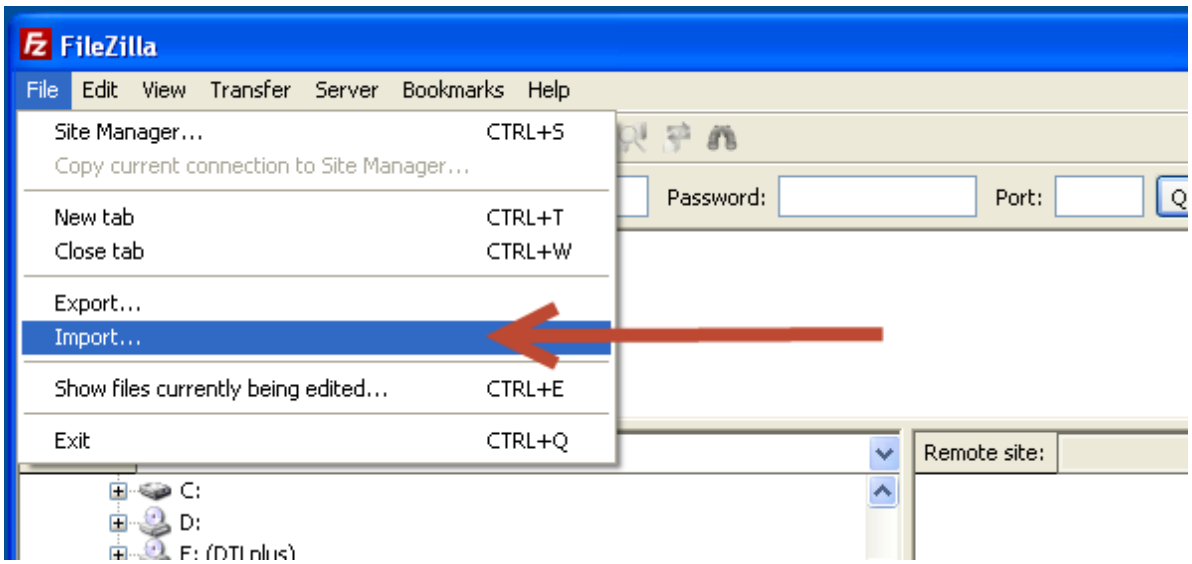
To download the configuration file that matches your location click on the following website

http://minepermits.ky.gov/Pages/epermitting_Support.aspx

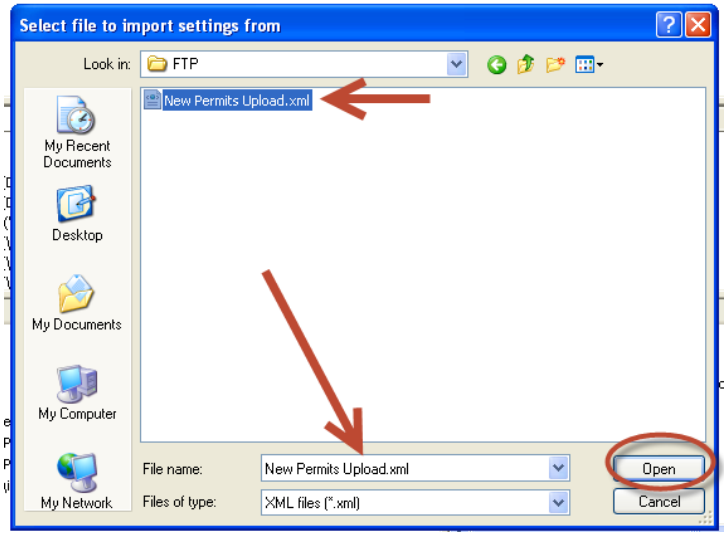
Configuration files are available for:

LONDON	MADISONVILLE	MIDDLESBORO	MRE FRANKFORT
PERMITS	PIKEVILLE	PRESTONSBURG	

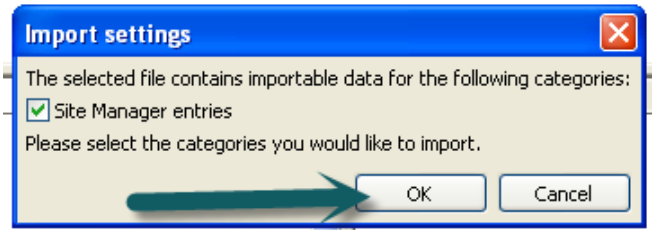
Once you have downloaded and installed Filezilla, open the program. Click File > Import



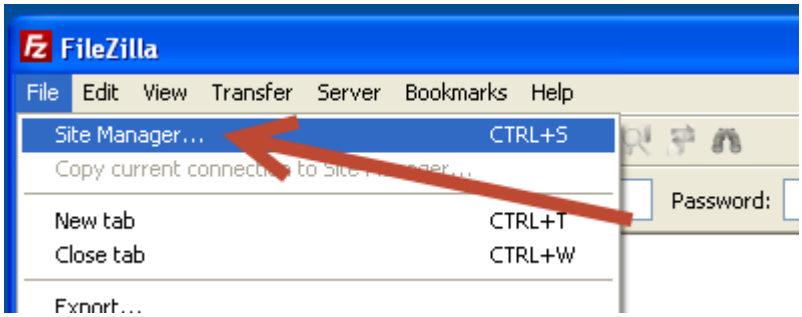
Navigate to the location where you saved the FTP xml file. Click to highlight the xml file you downloaded and click “Open.”



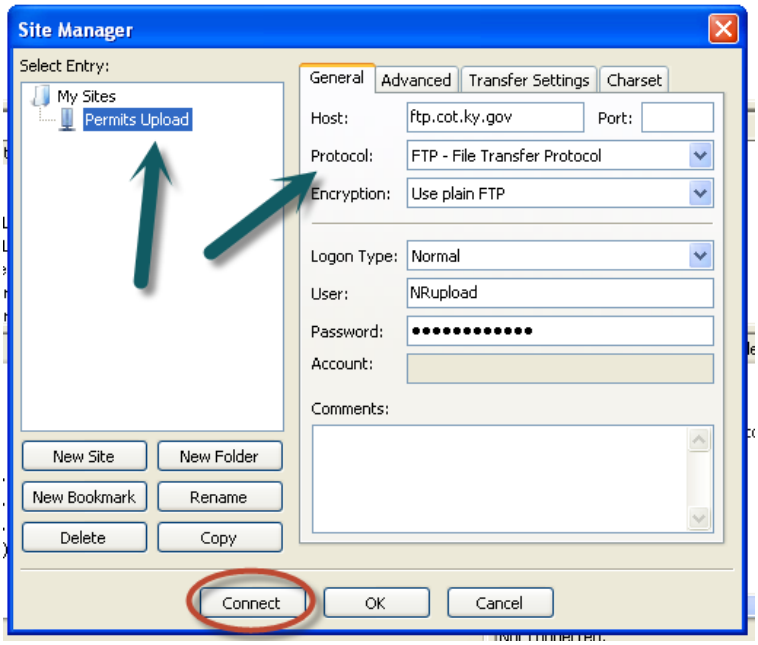
Click “OK” to verify the import settings. A window will display when the settings have been imported



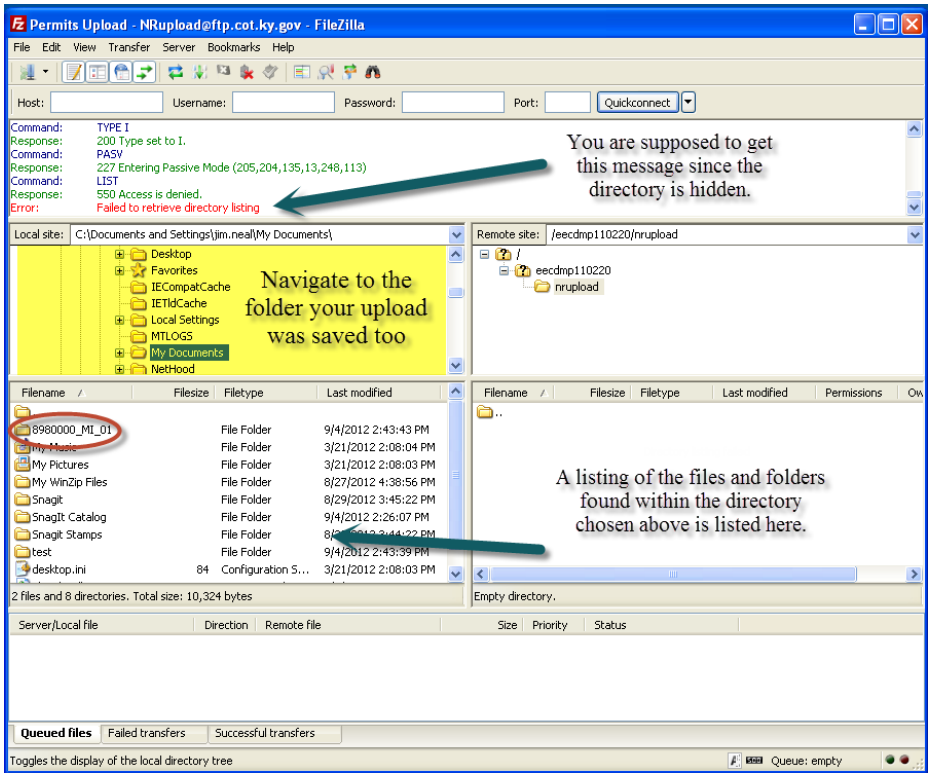
Click on File > Site Manager



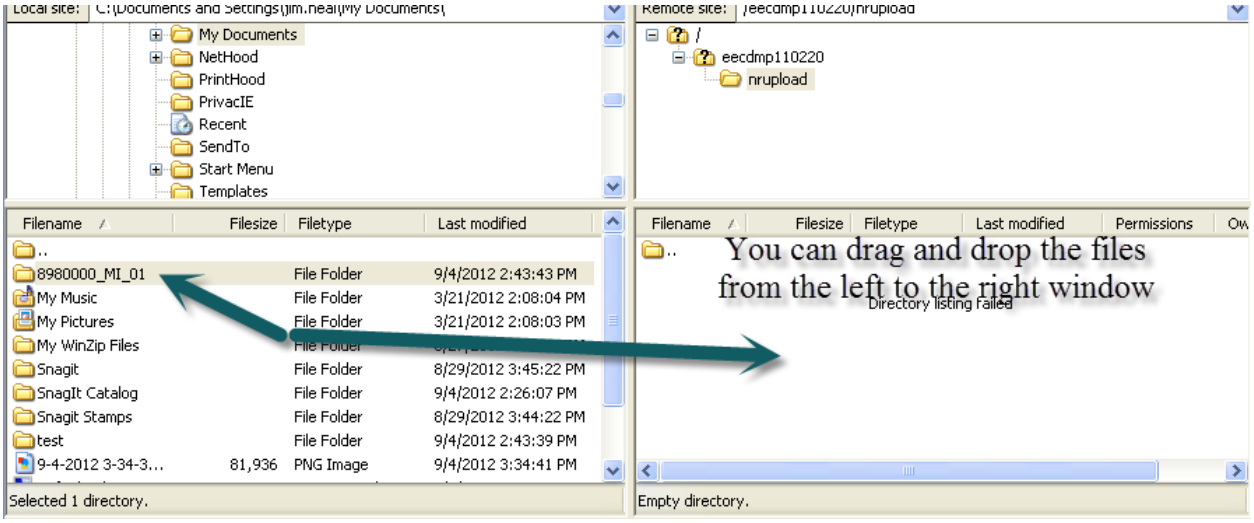
The file you imported will display under “My Sites.” Click on the Upload link and the different FTP settings will display on the right. Click the “Connect” button at the bottom of the window

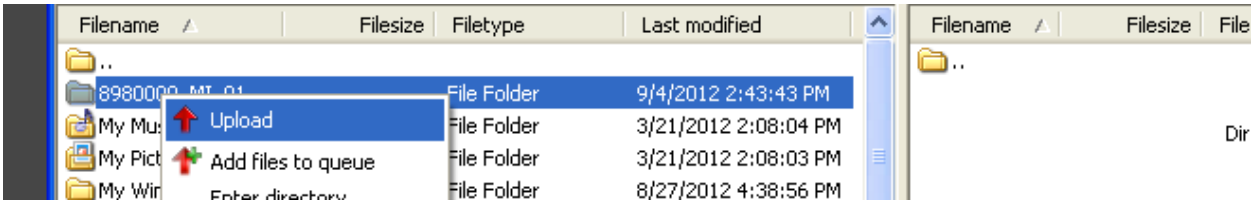


Navigate and click on the directory where you saved the data you intent to upload. The contents of that directory will be listed under the directory listing.



You can drag and drop the files from the listing on the right to the window on the right. Alternatively, you can also right click the folder and choose upload.



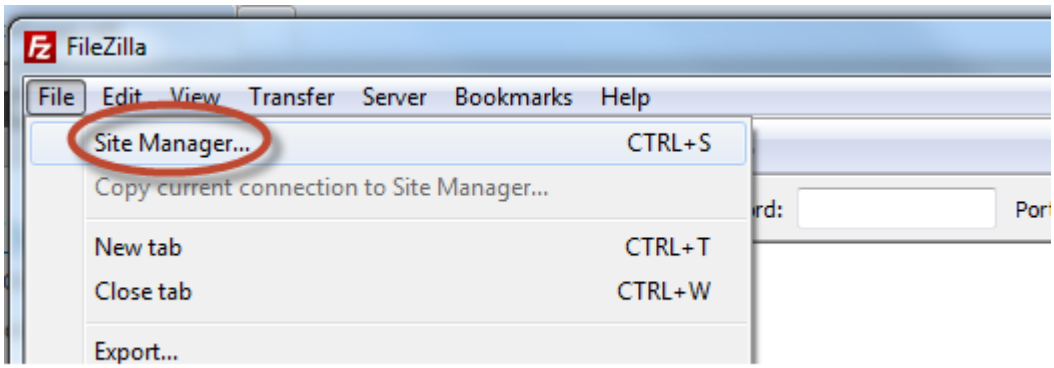


You will receive a confirmation email within an hour that we have received your upload.

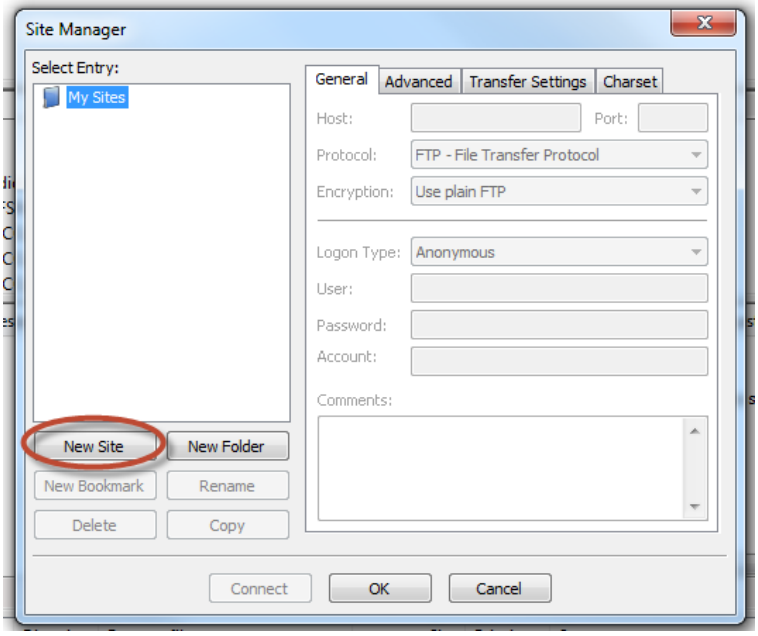
Manually Configure FTP

The first time you use Filezilla you will want to create a new Site.

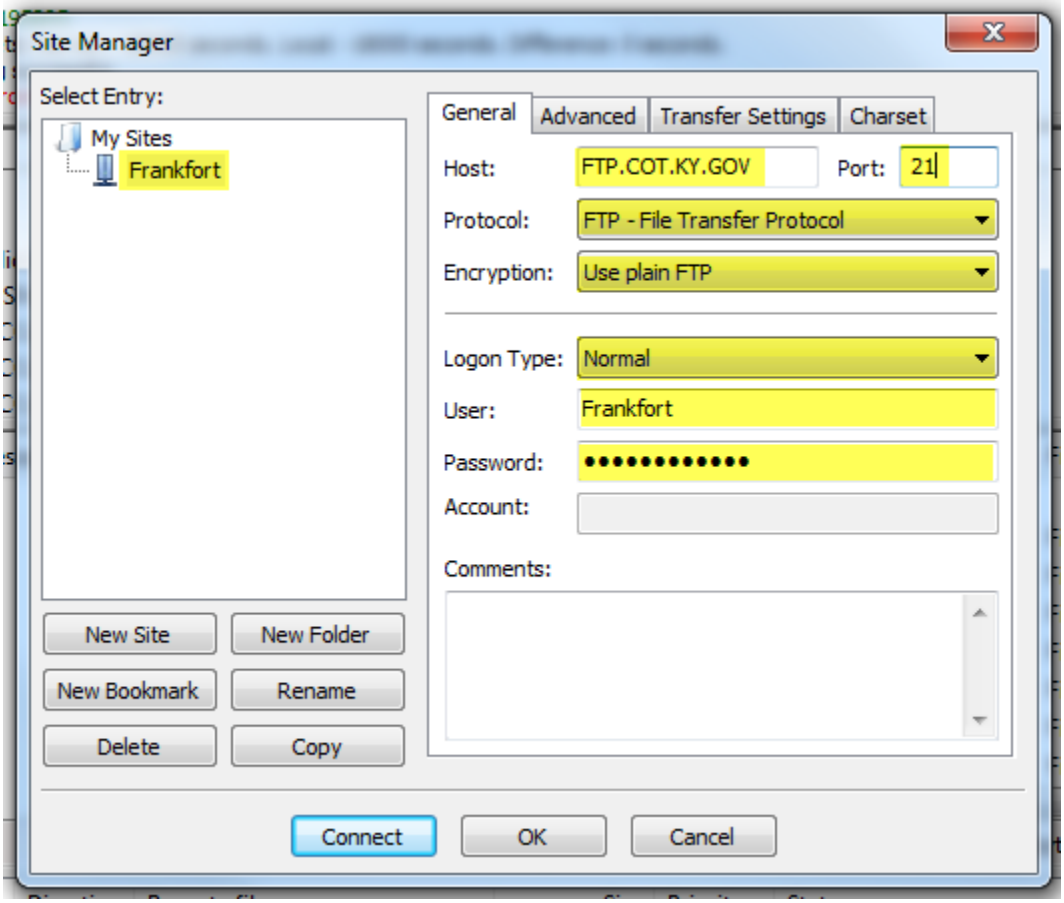
Open the Filezilla Client. On the File menu select "Site manager"



Select the "New Site" button.



Rename your site with your location. For instance my location is Frankfort. Add the following Information:



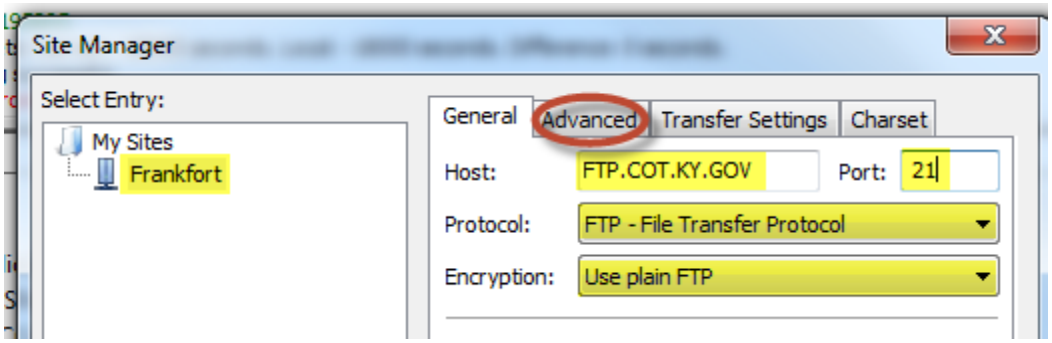
There is a username for various types of uploads. The username and password are case sensitive. Below is the list of usernames and what they mean:

USERNAME	DEFAULT REMOTE DIRECTORY	MEANING
Frankfort	/EECDMP110220/frankfort	Upload files to the Frankfort DMRE office
London	/EECDMP110220/london	Upload files to the London field office
Madisonv	/EECDMP110220/madisonv	Upload files to the Madisonville field office
Middlesb	/EECDMP110220/middlesb	Upload files to the Middlesboro field office
NRupload	/EECDMP110220/nrupload	Upload files to the Frankfort DMP office
Pikeville	/EECDMP110220/pikeville	Upload files to the Pikeville field office
Prestonb	/EECDMP110220/prestonb	Upload files to the Prestonsburg field office

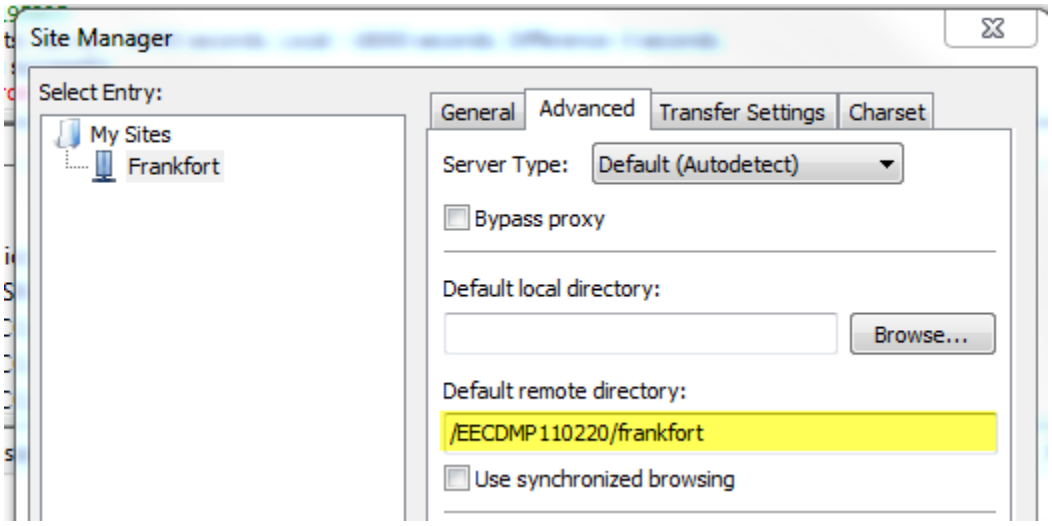
All usernames will have the same password of **UJM<ki87^YHN**

There is a username for various types of uploads. The username and password are case sensitive. Below is the list of usernames and what they mean:

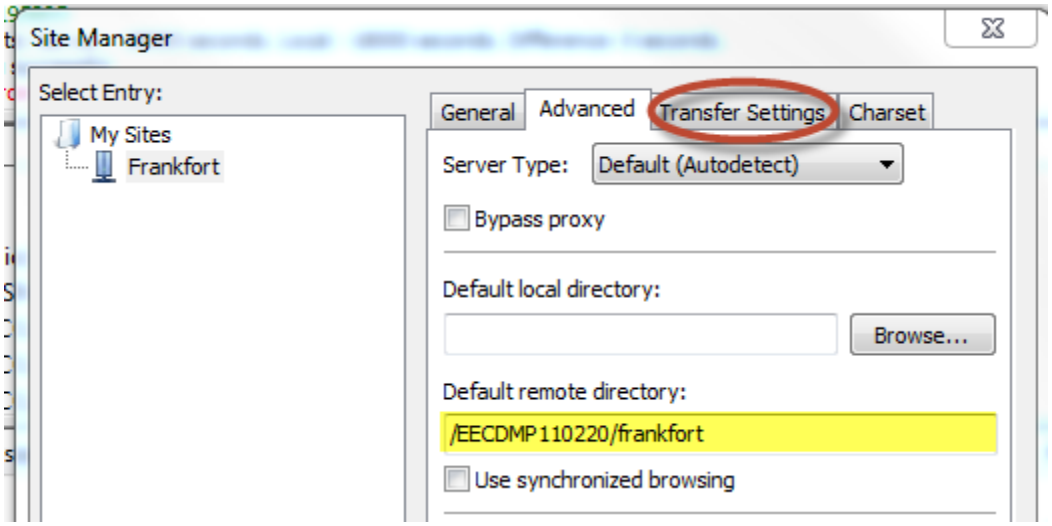
Click on the “Advanced” tab



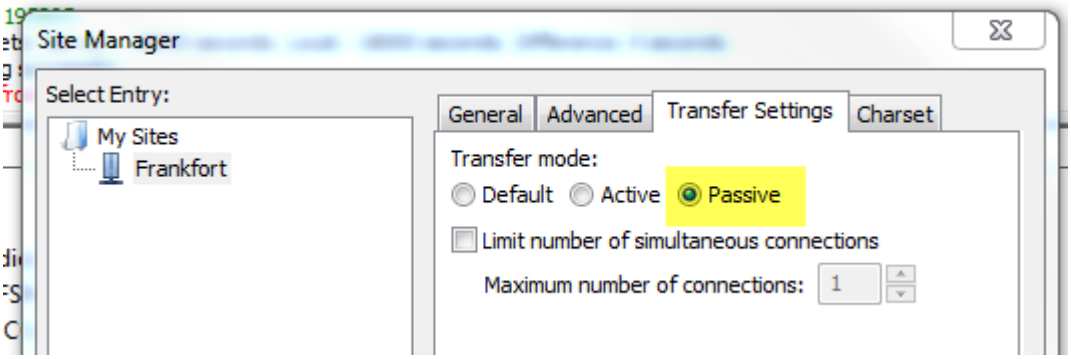
Change the default directory to the proper default directory for the user name as referenced earlier:



Click on the “Transfer Settings” tab

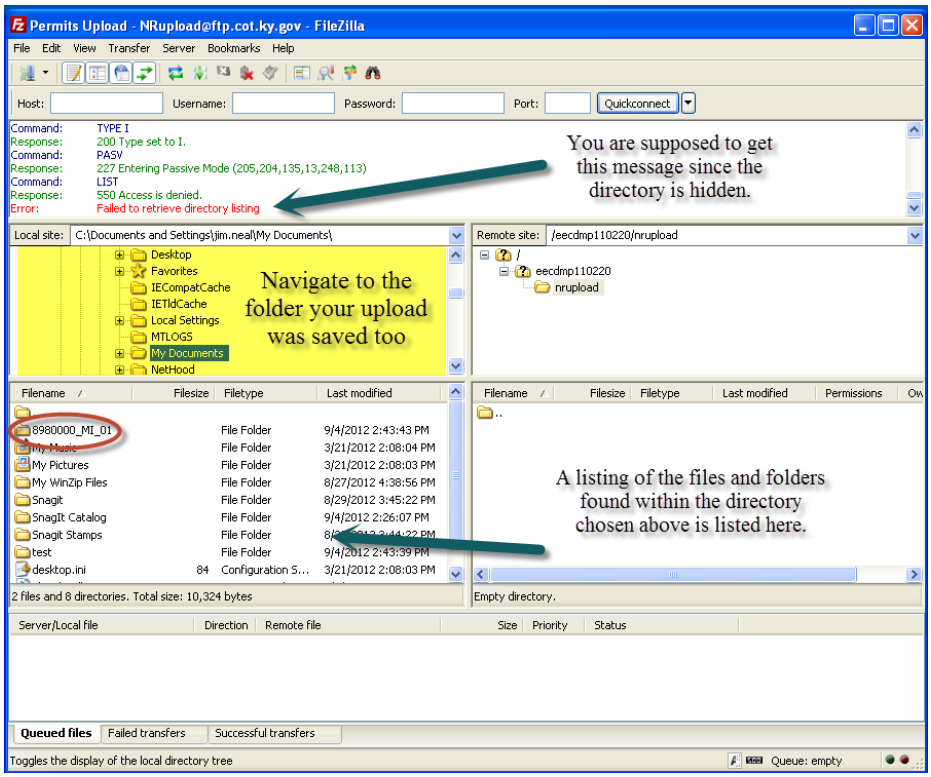


Select the “Passive” radio button

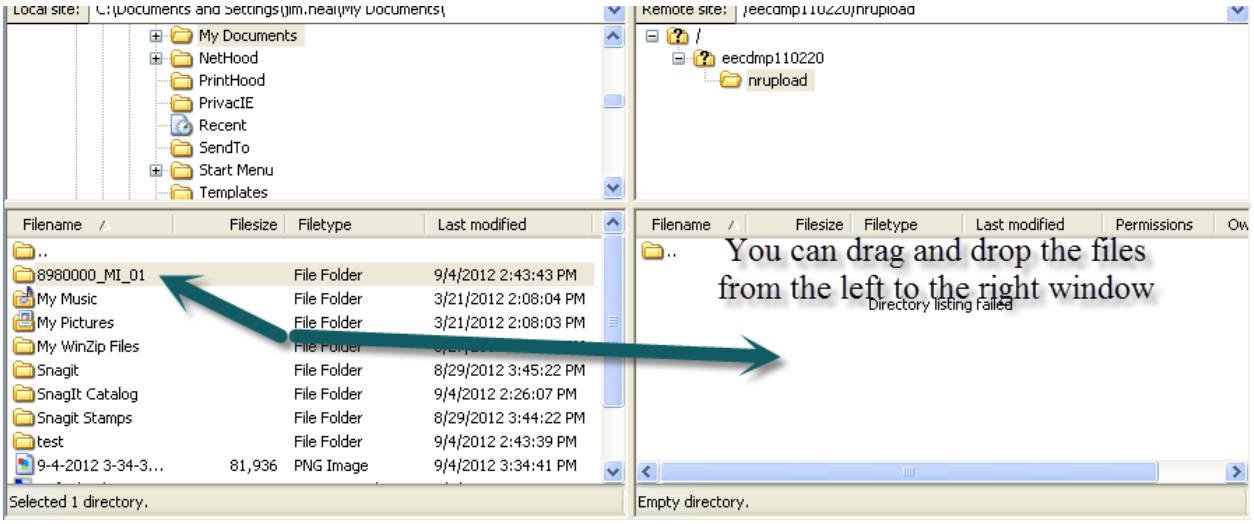


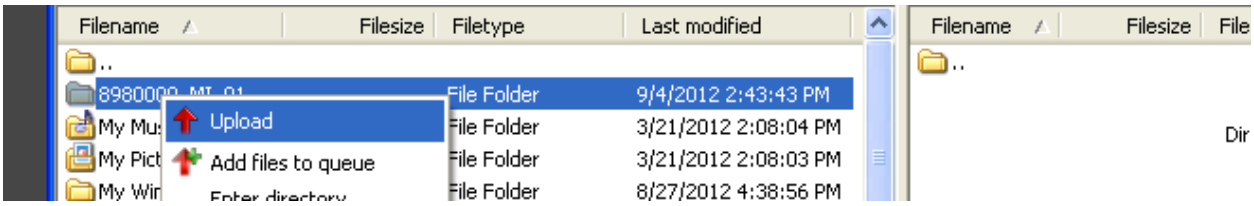
Click “OK”

Navigate and click on the directory where you saved the data you intent to upload. The contents of that directory will be listed under the directory listing.



You can drag and drop the files from the listing on the right to the window on the right. Alternatively, you can also right click the folder and choose upload.





You will receive a confirmation email within an hour that we have received your upload.

⇨

APPENDIX

Application Types

AM	AMENDMENT
MA	MAJOR REVISION
MI	MINOR REVISION
MFR	MINOR FIELD REVISION
MT	MID-TERM REVIEW
NW	NEW
OC	CORPORATE CHANGE
OPR	OPERATOR REVISION
RN	RENEWAL
RV	REVISION
SU	SUCCESSION
UPA	UPDATE PERMITTEE ADDRESS
UPN	UPDATE PERMITTEE NAME
UPR	UPDATE REGISTERED AGENT

Certification Types

Certification of Design	COD
Certification of Construction	COC
Certification of Maintenance	COM
Final Certification of Construction	FCC
MSHA Reports	MSH
Inspections	INSP
Reports	REP

Structure Types

Type	**Folder Label**
Sedimentation Ponds	SedPond
Excess Spoil Fills	ExcessSpoilFills
Temporary Water Impoundments	TempWaterImpd
Permanent Water Impoundments Road	PermanentWaterImpd Road
Coal Processing Waste Bank	CoalProcessWasteBank
Coal Processing Waste Dam	CoalProcessWasteDam
Coal Processing Waste Impoundment	CoalProcessWasteImpd

Blasting Types

Type
PBS
ADV